

NOTICE TO CONSULTANTS
Request for
Statement of Qualifications
for Professional Services
Community Wide Brownfields Site Assessment Program

The Department of Community Services, City and County of Honolulu, is soliciting Statements of Qualifications from qualified professionals to conduct an island-wide Brownfields site assessment program. The consultant will be required (1) to prepare an initial inventory of sites on Oahu that may be contaminated with petroleum and hazardous substances; (2) conduct Phase I assessments of selected sites; (3) conduct Phase II assessments of high priority sites; and (4) hold public outreach meetings. This project is being funded by the U.S. Environmental Protection Agency and must comply with EPA grant requirements, as well as requirements of the City and County of Honolulu.



Any person or firm who is interested in being considered for providing services for this project should submit a letter of interest together with three copies of a Statement of Qualifications (SOQ) by 4:30 p.m. Friday October 20, 2006 to:

Mr. Paul Kobata
Department of Community Services
City and County of Honolulu,
715 South King Street, 3rd Floor
Honolulu, Hawaii 96813.

The SOQ should include information and/or declaration for each of the following criteria categories:

- (1) The name of the firm or person, the principal place of business, and locations of all its offices;
- (2) The age of the firm and its average number of employees over the past five years;
- (3) The education, training, and qualifications of key members of the project team;
- (4) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
- (5) Any promotional or descriptive literature which the applicant desires to submit;
- (6) Conflict of interest in performing services for the City and County of Honolulu;
- (7) Qualifications for small business enterprise, minority firm, women's business enterprise or disadvantage business enterprise; EPA and the City encourages disadvantaged, small, women, and minority-owned business enterprises (S/W/MBE) to respond to this federally-funded EPA project. A self-certification form for S/W/MBE businesses that are not already certified by the U.S. Small Business Administration must be submitted with firm qualifications.
- (8) Examples of similar work the team or firm has completed within the past five years, including dates;
- (9) Capacity to perform the work within the specified time limitations. A listing of all projects under contract with the City and County of Honolulu shall also be submitted to address this category. This listing shall include the name of the project, total contract cost, percent completed and estimated date of completion.

Any questions regarding this project may be directed to Mr. Paul Kobata at (808) 220-5106.


MARY PAT WATERHOUSE, Director 
Department of Budget and Fiscal Services
By order of MUFU HANNEMANN, MAYOR
City and County of Honolulu

Posted on Web: September 21, 2006